User Documentation - Web Works

The links below will help navigate and guide you through the Web Works Spreadsheet and solve any problems or queries that may occur.

**Open**

**Add/Edit/Delete data**

**Print Sheet**

**Close**

**Save for Future Use**

**Open**

1. To Open Excel Click the Start button and access the Microsoft Office Excel programme.
2. To access the Document click the Office button in the top left hand corner and press open
3. Find the folder where the Web Works file was saved and click the Open button.

**Add Data**

1. Double click on the cell that you want the data to be in.
2. Enter the data then press enter

**Edit Data**

1. Double Click on the cell that you want to edit the data in.
2. Edit the data then press enter

**Delete Data**

1. Double Click on the cell that you want to delete the data
2. Delete the data then press enter

Tip: If you delete something that you didn’t want to click the blue arrow in the top left hand corner pointing anti clockwise.

**Print Sheet**

1. To print the data click the Office button in the top left hand corner and press print
2. A screen will appear, select what printer you want and the number of copies to be printed.
3. Press Ok

Tip: Click weather you want your page to be portrait or landscape in the properties section.

**Close**

1. To close click the Office button in the top left hand corner and click close.
2. Another option is to click the red X in the top right hand corner.

Warning: Make sure you save your document!

**Save for Future Use**

1. Click the Office button in the top left hand corner
2. Click Save.

Note: If it is a private document make sure you protect the sheet by clicking on Developer on the top icon and pressing protect Document.

Tip: To prevent from disasters happening make sure you frequently save your document.